



ATTENDANCE DURING EMERGENCIES

Directive 4-107

Date of Issue: July 2013 Amends/Cancels: Chapter IV Sec 5

I. PURPOSE

The purpose of this Directive is to establish written policy governing essential employees attendance during emergencies.

II. POLICY

The Department of General Services Maryland Capitol Police (DGS-MCP) recognizes the importance of their duties and responsibilities in protecting persons and property at all times. In the event of emergency conditions, it shall be the policy of the DGS-MCP that all emergency essential employees will report for duty and/or remain on duty until officially released.

III. DEFINITIONS

- A. Emergency conditions mean circumstances that would expose State employees to harm or unsafe conditions. Examples of potential emergency conditions may include, but are not limited to:
1. extreme weather conditions such as flooding, icing conditions, blizzards, hurricanes, and tornadoes;
 2. civil disorders, such as riots and war.
- B. Emergency Essential Employee means an employee whose duties are of such a nature as to require the employee to report for work or remain at the work site to continue agency operations during an emergency situation. All Police Officers, Security Officers, Communications Operators, and any other employee designated by the Chief of Police are emergency essential employees.
- C. Emergency release time means time with full pay that is granted to employees during an emergency condition.

IV. AUTHORITY TO DETERMINE AND DECLARE EMERGENCY CONDITIONS

- A. Executive Order 01.01.1981 gives the following persons the authority to declare the existence of emergency conditions under the following conditions:
1. Secretary of Transportation – The Secretary of Transportation or designee may declare the existence of emergency conditions arising from extreme weather conditions which, in his or her judgment, result in dangerous traffic or highway conditions.

2. Secretary of General Services – The Secretary of General Services or designee may declare the existence of emergency conditions arising from a fire, physical plant failure, or other unsafe conditions in the Baltimore or Annapolis State Office Building complex.
 3. Secretary of Personnel – The Secretary of Personnel or designee may declare the existence of emergency conditions arising from circumstances other than those situations that come under the authority of the Secretary of Transportation and the Secretary of General Services.
- B. Those officials that have the authority to declare the existence of emergency conditions also have the authority to grant emergency release time to employees.
- C. It should also be noted that the officials authorized to declare the existence of emergency conditions “may not grant emergency release time exceeding one normally scheduled work day per emergency unless authorized by the governor.” *COMAR 01.01.1981.10.(C)(6)*

V. DUTIES AND RESPONSIBILITIES

- A. All members designated as emergency essential personnel who are on duty or scheduled to report for duty during a declared emergency will be notified promptly when a state of emergency has been declared by an authorized official and recognized by the Chief of Police.
- B. All emergency essential personnel will report for their scheduled tour of duty if a state of emergency has been declared and will remain on duty until the employee has been released by a supervisor.

VI. COMPENSATION

Emergency essential employees working at a facility affected by a declared emergency closing, who are required to perform duties after an emergency condition is declared, shall be compensated by compensatory time or additional pay as appropriate. Such employees are credited with two hours of work for each hour that they actually work during the designated emergency situation.